



# **APLINGTON-PARKERSBURG COMMUNITY SCHOOL DISTRICT**

## **MASTER CONTRACT**

**2006-08**

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## Table of Contents

Preamble .....	1
Article I: Recognition .....	1
Article II: Association Rights.....	2
Article III: Grievance Procedure.....	3
Article IV: Evaluation .....	6
Article V: Transfers.....	8
Article VI: Staff Reduction .....	10
Article VII: Seniority .....	12
Article VIII: Dues Deduction .....	13
Article IX: Health and Safety Provisions.....	14
Article X: Sick Leave .....	15
Article XI: Temporary Leave of Absence .....	17
Article XII: Extended Leaves of Absence.....	19
Article XIII: Employee Hours .....	20
Article XIV: Employee Service Year .....	22
Article XV: Insurance .....	23
Article XVI: Wages and Salaries .....	25
Article XVII: Supplemental Pay .....	27
Article XVIII: Duration .....	29
Appendix A: Grievance Report .....	30
Appendix B: Dues Deduction Form.....	31
Appendix C: Graduate Course Approval .....	32
Appendix D: Intent to Advance Form .....	33
Appendix E: Request for Earnings.....	34
Appendix F: Personal Days Form .....	35
Appendix G: TSA Form.....	36
Supplemental Pay Schedule High School.....	37
Supplemental Pay Schedule Middle and Elementary School .....	39
Extra Duty Schedule .....	41
Salary Schedule.....	42
Letter of Agreement .....	43

## **PREAMBLE**

The employer hereby recognizes the Aplington-Parkersburg Community School District as the certified, exclusive and sole bargaining representative for the personnel as set forth in the PERB certification instrument (Case No. 652), issued by PERB on the 3<sup>rd</sup> day of May, 1976.

## **ARTICLE I RECOGNITION**

The Unit described in the above certificate is as follows:

Included: All full-time and regular part-time professional employees, that is, classroom teachers, librarians, guidance counselors, coaches, federal program instructors, and all others employed in a professional position.

Excluded: Superintendent, building principals, and all non-professional employees and other employees excluded by Section 4 of the Act.

The Association agrees that neither it, nor its members or agents, will attempt to represent in any negotiations or grievances, the interest of anyone other than the members of the bargaining unit.

### **Definitions:**

1. The term "Employer" as used in the Agreement shall mean the Aplington-Parkersburg Community School District or its duly authorized representatives.
2. The term "Employees" as used in this Agreement shall mean all employees represented by the Association in the bargaining unit as defined and certified by the Public Employment Relations Board (PERB).
3. The term "Association" as used in the Agreement shall mean the Aplington-Parkersburg Education Association or its duly authorized representatives or agents.
4. The term "Board" and the term "Employer" shall be synonymous.

**Article II**  
**ASSOCIATION RIGHTS**

**A. The Association and its members shall have the right to:**

1. Use school facilities for Association meetings contingent upon their availability. Request for use of facilities will be made through the building principal.
2. Distribute Association materials through the building mailboxes.
3. Post notices of activities and matters of Association concerns on a bulletin board provided by the Association located in the staff lounge/workroom in each building.
4. Duly authorized representatives and their respective affiliates shall be permitted to transact official Association business on school property at reasonable times, provided that this shall in no way interfere with or interrupt normal school operations and provided all outside agents check in at the school office.
5. The Association shall pay for the actual costs of all materials and supplies used by the Association. Use of facilities will be free of charge, but if overtime custodial services are required as a direct result of Association use of facilities, the Association will pay for the total cost of said services.

**Article III**  
**GRIEVANCE PROCEDURE**

**A. Definitions**

1. Grievance

A grievance is a claim by an employee or a group of employees that there has been an alleged violation, misinterpretation or misapplication of any of the specific provisions of the Agreement.

2. Aggrieved Person

Every employee covered by this Agreement and the Association via the President or designee shall have the right to present grievances in accordance with these procedures. (See Appendix A)

3. Party in Interest

The grievant(s), administration or school board may be represented during any step of the procedure by any person or agent designated by such party to act in their behalf.

**B. Purpose**

Both parties agree that these proceedings will be kept as informal and as confidential as may be appropriate at any level of the proceedings. It is agreed that any investigation or other handling or processing of any formal grievance by the grievant(s) shall be conducted outside of the student day in a manner which does not interfere with the instructional program and related work activities of the grievant(s) or teaching staff.

**C. Procedure**

1. Time Limits

The number of days indicated at each level shall be considered as a maximum. The time limits specified may be extended by mutual agreement between the grievant(s) and the administration. The failure of the grievant(s) to act on any grievance within the prescribed time limits will act as a bar to further appeal.

2. Year-End Grievance

In the event a grievance is filed at such time it cannot be processed through all the steps in this Grievance Procedure by the end of the school year, the time limits set forth herein shall be reduced so that the Grievance Procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) calendar days thereafter.

**D. Steps**

1. Level One

An attempt shall be made to resolve any alleged grievance in informal verbal discussion between the grievant(s) and the building principal.

2. Level Two

If, after the informal discussion with the principal at Level One, the grievance cannot be resolved, the aggrieved party may invoke the formal Grievance Procedure by filing the grievance, in writing (see Appendix A), with the building principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract allegedly violated and shall state the remedy requested. The filing of the formal written grievance at Level Two must be within thirty (30) calendar days from the date of occurrence of the event giving rise to the grievance. The principal shall make a

decision on the grievance and communicate it, in writing, to the grievant(s) and superintendent within ten (10) school days after receipt of the grievance.

3. Level Three

In the event a grievance has not been satisfactorily resolved at Level Two, the grievance may be transmitted to Level Three. In the event that the grievant(s) wishes to process the grievance at Level Three, the grievant(s) must file, within five (5) school days of the principal's written decision at Level Two, a copy of the grievance with the superintendent. Within ten (10) school days after such written grievance is filed, the grievant(s) and superintendent shall meet in an attempt to resolve the grievance. The superintendent shall file a written answer within ten (10) school days of the Level Three grievance meeting and communicate it, in writing, to the grievant(s), the principal, the association, and the school board.

4. Level Four

If the grievance has not been satisfactorily resolved at Level Three, there shall be available a fourth level of arbitration. In the event that the grievance proceeds to arbitration, the Association shall submit, in writing, a request on behalf of the Association and the grievant(s) to the superintendent within ten (10) school days from the receipt of the Level Three written answer to enter into such arbitration. The arbitration proceedings shall be conducted by an arbitrator to be selected by the parties within ten (10) school days after said notice is given. If the two parties fail to reach agreement on an arbitrator within the ten (10) day period referred to above, the parties shall make written request to the Iowa Public Employment and Relations Board to provide a panel of seven (7) arbitrators. The parties shall determine by lot which party shall strike the first name from the list. The parties will meet within five (5) school days of receipt of the panel of arbitrators to alternately strike one (1) name at a time from the panel until only one (1) name remains. The person whose name remains shall be the arbitrator.

The arbitrator so selected may confer with the representatives of the Board and the Association. The arbitrator may hold formal or informal hearings, examine witnesses and documents, take testimony and receive evidence, require the attendance of witnesses and the production of records to assist in making a decision. Said hearings shall be held promptly and the arbitrator shall issue his decision as soon as possible after the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact along with his reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

The arbitrator in his opinion shall not amend, modify nor add to the provisions of the Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him, in writing, by the school district and the Association and his decision must be solely and only upon his interpretation of the meaning or application of the expressed relevant language of the Agreement.

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and all other costs shall be borne equally by the school district and the Association. Any other expenses incurred shall be paid by the party incurring them. If the Association or any employee files any claim or complaint subject to the Grievance Procedure in any other forum other than under the procedures set forth in this Article, the district shall not be required to process the same claim through the Grievance Procedure.

**E. Meetings and Hearings**

All meetings and hearings under this procedure shall be conducted in private and shall include witnesses, the aggrieved person(s) and their designated representative(s).



## **ARTICLE IV**

### **EVALUATION**

#### **A. Notification**

All teachers shall be informed of the Iowa Teaching Standards and criterion, the district-adopted descriptors, and the procedures and instruments to be used by the administration during the pre-school workshop.

The evaluation procedures are limited to school related activities.

#### **B. Observations**

1. An observation is when an evaluator remains in a classroom and observes interaction between an employee and student(s).
2. For each classroom unfavorable observation that is to be included in the formal written evaluation, a written response by the evaluator shall be given to the employee within five (5) school days.
3. The employee shall have the right to submit for inclusion in his or her personnel file an explanation or other written statement regarding any school related evaluation.

#### **C. Formal Evaluation Procedure**

1. Each formal written evaluation shall be preceded by at least one (1) formal classroom observation of at least twenty (20) minutes.
2. Formal classroom observation(s) shall be conducted by the evaluator with the full knowledge of the employee.
3. The evaluator shall be the Superintendent or his/her designee.
4. A formal written evaluation, as completed by the evaluator, is based on the formal classroom observation and any other observations up to that date.
5. For each formal classroom observation, the evaluator shall conference with the employee about the formal written evaluation within (5) school days. This conference shall be initiated by the evaluator.
6. The formal evaluation shall be signed by both parties, with a copy to be given to the employee. The employee's signature does not necessarily mean agreement with the formal evaluation, but rather awareness of the content. As part of the post-conference, the evaluator shall identify the standards in which the teacher has demonstrated competence (1) during formal and informal observations, and (2) in written materials developed by the teacher. During the post-observation conference or another meeting, the teacher and evaluator shall identify the teacher's current status in meeting the eight Iowa Teaching Standards and to discuss any additional artifacts and information that are needed to document the standards. The teacher and evaluator shall continue to meet to review additional documentation and continue to identify the teacher's status in documenting the standards.
7. By April 15, if the evaluator determines that the teacher has not met all eight standards, the teacher shall be informed which standard(s) have not been met. The evaluator shall inform the teacher what information the teacher needs to meet all eight standards. If

another observation is needed it shall be held by May 15. If only a conference is needed, then it shall be held by the end of April.

8. By May 15, the evaluator shall complete the final performance review for those teachers beyond their second year of service, and arrange a meeting with the teacher to discuss the review. The evaluator shall provide the teacher with a copy of the completed performance review at least on day prior to the meeting. Each standard's criteria will not be rated but will be used as a reference point for overall performance on each standard.
9. By May 15, for those teachers in their second year of teaching, the evaluator shall complete the Comprehensive Evaluation, and arrange a date with the teacher to discuss the evaluation.
10. During each school year involving an individual career development plan, the career teacher shall submit an individual or group career development plan by October 30. Modification of the plan can be made at any time.
11. A copy of the completed formal written evaluation will be placed in the employee's personnel file.
12. The employee shall have the right to submit for inclusion in his or her personnel file an explanation or other written statement regarding any school related evaluation. Any employee who has been formally evaluated has the right to grieve said evaluations. Any employee has the right to request and receive an additional evaluation.
13. Following the completion of the evaluation form any recommendations involving the termination of contract shall be made to the employee in writing.
14. Should the school administration reach evaluation conclusions concerning the performance, capability, or behavior of an employee by means or methods other than those set out in this Article, the following procedure will apply:

If the employee feels the informal evaluation is incomplete, inaccurate, or unjust, he/she may request a conference with the school administration to discuss the evaluation. The employee may, at his/her option, be accompanied by an Association representative at the conference.

The employee shall be given an opportunity to respond orally or in writing, or both, to the evaluator(s) if desired. Any written response shall be attached to the informal evaluation and included in the personnel file.

#### **D. Formal Evaluation Frequency**

1. The performance of all employees in their first and second year shall be formally observed at least once each semester.
2. After two years of service, the classroom teacher shall be formally observed by the evaluator at least one time every third year or at the request of the teacher.

#### **E. Personnel File Review**

Each employee shall have the right to review his or her personnel file in the Aplington-Parkersburg School District. A representative of the Association, at the employee's request, may accompany the employee in this review.

Any complaints directed toward an employee which are placed in his or her personnel file are to be called to the attention of the employee when included in the file.

The employee shall be given an opportunity to respond orally or in writing, or both, to the evaluator(s) if desired. Any written response shall be attached and included in the personnel file.

**F. Personnel File Reproduction**

The employee shall have the right to reproduce any of the contents of his/her personnel file which are subject to review in accordance with paragraph D of this Article. Cost of reproduction of any records may be charged to the employee.

**G. Sole Procedure**

This procedure shall be the sole and only procedure used to evaluate employees and shall be that which is used to evaluate all employees under all district job classifications, including all supplemental pay classifications and extra duty assignments.

**H. Right to Grieve**

An employee who has been evaluated has the right to grieve such evaluation on the grounds that the evaluation criteria have been ignored or misapplied, or that the specified evaluation procedures were not followed.

## **ARTICLE V TRANSFERS**

**A. Voluntary Transfers**

**1. Definition**

The assignment of an employee to a different job classification, grade level, subject area, building, or School District shall be considered a transfer.

**2. Notification of Vacancies**

**a. Date**

The Superintendent shall deliver to the Association and post on the Association Bulletin Board in all schools a list of the vacancies which occur during the school year and for the following school year upon knowledge of vacancies.

**b. Filing Requests**

Employees who desire a change in grade level, subject assignment, and/or job classification, or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which the employee desires to be transferred, in order of preference.

**c. Posting**

As soon as practical, the Superintendent shall post in each school and deliver to the Association a system-wide schedule showing the names of all employees who have been reassigned or transferred and the nature of such reassignment or transfer.

**3. Procedure**

In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual employee shall be honored to the extent that the transfer does not

conflict with the instructional requirements of the school system. No such request shall be denied arbitrarily, capriciously, or without basis in fact. If more than one employee with the same certification has applied for the same position, the determination as to which employee shall receive it shall be made by seniority. If a teacher is denied transfer, reasons for denial shall be presented to the teacher within five (5) working days of the decision.

**B. Involuntary Transfers**

1. Definition

The assignment of an employee to a different job classification, grade level, subject area, building, or School District shall be considered a transfer.

2. Use of Voluntary Requests

This Section B will only apply when the vacant position cannot be filled pursuant to Section A Voluntary Transfers.

3. Notice

Notice of an involuntary transfer or reassignment shall be given in writing to employees as soon as practical.

4. Procedure

If involuntary transfer or reassignment is necessary, employees will be assigned by administration according to the needs of the students and other important factors including seniority.

5. Meeting and Appeal

An involuntary transfer or reassignment shall be made only after a meeting between the employee involved, the Association Representative and the Superintendent at which time the employee shall be given written reason(s) therefore.

In the event that an employee objects to the transfer or reassignment on the basis of the reasons provided at this meeting, the employee may appeal the involuntary transfer or reassignment at the appropriate level of the Grievance Procedure, Article 2.

**ARTICLE VI**  
**STAFF REDUCTION**

**A. Coverage**

All employees covered under this Agreement.

**B. Termination or Realignment**

In the event that the Board determines that it is necessary to reduce staff, the following procedures shall apply:

1. An attempt shall be made to satisfy reduction through normal attrition.
2. Teachers are required to serve the probationary period delineated in Section 279 of the Iowa Code.
3. If fully certificated employees endorsed by the State of Iowa are to be those with the least seniority in a single K-12 pool shall be next laid off, provided however, that if the layoff of such employee will result in discontinuance of a DE required educational program, such employee shall be retained and the next least senior employee whose layoff would not result in such discontinuance shall be next laid off. Continuance teaching service shall be calculated from the employee's first day of contracted service in this District. In the event that continuous teaching service is equal, the Contract renewals will be given those employees with the most total years of teaching experience. Extra duties and supplemental pay assignments shall not be criteria in the layoff to this point.

**C. Recall Procedures**

1. Any employee terminated under this Article shall be rehired to any available position for a period of two (2) years from the effective date of his/her layoff to any available position for which he/she may be certified to teach.
2. The offer of any recall position by the District shall be accepted or rejected by the employee within ten (10) work days of receipt of registered mail. The employee must be prepared to assume the position within ten (10) work days after the date of acceptance. Failure on the part of the employee to meet either of these requirements shall nullify the offer. The ten (10) day requirement may be extended by the Superintendent.

**D. Rejection of Offers for Recall**

Any teacher who rejects an offer for recall forfeits all recall rights under the provisions of this Article.

**E. Order of Recall**

All employees shall have recall rights in inverse order of termination.

**F. Notification**

1. The administration shall provide written notice to each teacher being considered for reduction or realignment.

2. The above notice should be given by March 15 of each year. Specific notices to individuals will be made by April 30. Every effort will be made to provide earlier notification if at all possible.
3. Should personnel designated by the Board of Education for termination or realignment fail to give their written resignations by April 15 of each year, the Board shall provide for termination under 279.13 of the Code of Iowa.
4. No notification will be given before the end of the student day.

**G. Benefits**

Any teacher who is re-employed for a position after termination or realignment because of changing personnel needs shall be placed on the salary schedule at the step above the one in effect at the time of his/her departure. Accumulated sick leave and seniority shall be maintained.

## **ARTICLE VII**

### **SENIORITY**

Seniority shall be District-wide and shall be computed from the date of the employee's first day of contracted service in the Aplington Community School District, the Parkersburg Community School District or the Aplington-Parkersburg Community School District.

If two (2) or more employees have the same seniority date, the relative order of seniority among them for purposes of the Agreement shall be determined by the total years of teaching experience outside the District.

**ARTICLE VIII**  
**DUES DEDUCTION**

**A. Authorization**

Any employee who is a member of the Association, or who has applied for membership, may authorize deduction of dues in the Association. Such authorization must be in writing on the form (see Appendix B) as approved by the Board and the Association.

These authorization forms must be received by the district Business Manager not later than September 15<sup>th</sup>.

The Association shall notify the Board Secretary not later than September 15<sup>th</sup> of the total dues to be deducted from those employees requesting dues deduction.

**B. Regular Deductions**

The Board shall deduct one-tenth (1/10) of the total dues from the regular monthly salary of the employee for ten (10) months beginning in October and ending in July.

**C. Duration**

Such authorization must be renewed each year. Dues deduction authorization may be revoked at any time upon thirty (30) days' notice by the employee.

**D. Transmission of Dues**

The district Business Manager shall transmit to the treasurer of the Association the total amount deducted for dues in the Association by the first Monday of the following month and a listing of the employees for whom deductions were made.

**E. Definition**

For purposes of this Article, the word "dues" does not include the collection of initiation fees, special assessments, back dues, fines or similar item.

**F. Indemnification**

The Association agrees to indemnify and hold harmless the Board, each individual Board member, all administrators and other district employees against any claims, costs, suits of other forms of liability and all court costs and attorneys fees arising out of the application of the provisions in the agreement between the parties for dues deduction.



**ARTICLE IX**  
**HEALTH & SAFETY PROVISIONS**

**A. Physical Fitness**

1. Physical examinations at employer expense shall be required of all new employees
2. Forms for the physical examination shall be provided to the employee by the District.
3. The District will reimburse the employee for all costs up to fifty dollars (\$50.00) of a full physical examination AFTER the bill has been submitted and paid by insurance.
4. When a physical examination has been completed, the completed form must be returned to the district within then (10) working days of the beginning of the school year.
5. Throughout the employee's period of employment, the Board may require a subsequent medical and/or psychiatric examination when, in its judgment, such an examination is relevant to an employee's performance or status. The examination shall be a physician chosen by the employee from a list of three (3) provided by the Board. Cost incurred for said examination shall be borne by the Board.

**B. Protection of Employees and Students**

1. Employees shall be encouraged to report to the grade level principal any conditions which seem unsafe or hazardous. No employees shall be required to search for a bomb.
2. The school district shall provide employees special clothing, equipment, and a safe and healthy work environment – all to the extent required by applicable state or federal rules or regulations.
3. The Board recognizes the right of employees to defend themselves or students when the safety of either or both is threatened as long as the procedures used are consistent with Board policies, administrative regulations and/or existing laws related to student discipline and the use of reasonable force.

Immediately following the occurrence of such an incident, the employee shall make a written report to his/her grade-level principal. Copies of the aforementioned policies and/or regulations shall be provided each employee by the Administration.

**C. Wellness Program**

Any wellness program will be mutually agreed upon by the Board and the Association before implementation. Use of the Fitness Center is encouraged and shall be free of charge to all staff upon proper training. Staff and spouses will be allowed to use the room any time outside of the regular work hours. The fee for spouses will be set by the District not to exceed the fee charged for the general public. Employees will also be allowed one hour per week to participate in any form of physical fitness activity after 3:30 p.m. The employees involved in the fitness activity, either as an organized group or individually, will remain on school property, except to travel between buildings.

**ARTICLE X**  
**SICK LEAVE**

**A. Accumulated Benefits**

All full-time employees covered by this agreement shall be granted sick leave according to the following schedule:

1 <sup>st</sup> year of employment in the system .....	10 days
2 <sup>nd</sup> year of employment in the system .....	11 days
3 <sup>rd</sup> and subsequent years of employment.....	15 days

If there should be unused portions of sick leave in any one year, it, plus a given year's sick leave allowance shall be accumulated up to a maximum of 120 days. Each year's allotment shall be used before any previously accumulated days.

All regularly appointed employees for less than full-time shall receive the same number of days allowance as full-time employees with the length of each day's allowance being equal to the length of the day under contract. If such employee subsequently becomes a full-time employee, all accumulated sick leave credit shall be carried forward on a prorated basis as full-time days.

**B. Defined**

1. Personal sick leave is defined as absence for personal illness or injury.

- a. Sick leave may be broken in to one eighth (1/8) day increments.
- b. Full pay will be granted for sick leave. Any employee absent more than his/her sick leave will be granted a leave of absence without pay status.
- c. A Doctor's statement may be required by the Superintendent to verify the illness of an employee.
- d. Sick leave may be taken for a health-related appointment after every attempt has been made to schedule it outside the student day.

2. Family Illness/Appointment Leave is defined as absence to attend to a sick child or member of the family. Note that this leave is part of the employee's personal Sick Leave. A doctor's statement may be required by the superintendent to verify the prolonged illness of the family member.

- a. Family, for the purposes of this leave only, shall be defined as spouse, child, individual under guardianship, or the father, mother, grandparents, grandchildren, brother or sister of the teacher or of his/her spouse.
- b. This leave may be taken in one eighth (1/8) day increments. Employees must use their Personal Sick Leave, but there is no limit on the number of Personal Sick Leave days that can be used for Family Illness/Appointment Leave days.
- c. Family Sick Leave may be taken for a health-related appointment after every attempt has been made to schedule it outside the student day.

3. Maternity leave will be paid leave, capped at 30 work days (under normal circumstances of acquiring a child), not to exceed the total of accumulated sick leave.
4. Upon the exhaustion of sick leave, should maternity and/or a health emergency arise, employees will be allowed to request additional sick leave from the Board (Good Cause).

**C. Notification**

Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 15<sup>th</sup> of each school year.

**D. Personnel on Leave**

Personnel who are granted a leave of absence without pay by the Board of Education upon return to the school district will have cumulative sick leave earned prior to such leave of absence credited to their sick leave account.

**E. Transfer**

New employees entering the district may transfer one-half (1/2) of their accumulated sick leave from their previous teaching position up to a maximum of twenty-five (25) days. Employees of the Aplington Community School District and the Parkersburg Community School District shall be credited with all unused Sick Leave as of June 30, 2004.

**ARTICLE XI**  
**TEMPORARY LEAVES OF ABSENCE**

**A. Bereavement Leave**

1. A total of up to five (5) days of bereavement leave per incident will be granted due to the death in the immediate family of the employee. The immediate family shall be considered to mean a mother, father, child, spouse, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchildren, grandparents, mother-in-law, father-in-law, grandfather-in-law, grandmother-in-law of the employee.
2. One day of bereavement leave per year will be granted to attend the funeral of other relatives and friends. Additional bereavement needs would fall under Good Cause requests.
3. Bereavement leave may be used in one half (1/2) or whole day increments.

**B. Emergency Leave**

A combined total of five (5) paid days of emergency leave per year will be granted for absences due to the hospitalization or emergency treatment of his or her immediate family (i.e. spouse, child, or the father, mother, grandparents, brother, or sister of the teacher or of his/her spouse).

Emergency leave may be used in one half (1/2) or whole day increments and is not cumulative from one year to the next year.

**C. Temporary Emergency Leave Extension**

A temporary emergency leave of absence of up to five (5) days for extensions of emergency leaves provided for in this Article, with the cost of a substitute deducted, may be granted by the Superintendent or his designee upon notification. Written confirmation will be required and filed.

This temporary emergency leave extension is in addition to sick leave allowed all teachers and is not cumulative.

**D. Professional Leave**

1. Employees are encouraged to attend conferences and meetings that will increase their professional competence. Employees will be entitled to one (1) day professional leave, above and beyond those days the District requires employees to attend. Leave of absence for attendance at those functions will be at full pay.
2. Registration, if required for such meetings and conferences, will be paid by the district. The District shall have the option of furnishing the employee with transportation or in lieu thereof mileage reimbursement if the District requires the employee to use his/her own vehicle. Meals will be paid only on required overnight stays on an actual cost basis not to exceed \$25.00 for three consecutive meals, upon presentation of receipts. Lodging expenses will be paid on an actual cost basis up to \$85.00 per night upon presentation of receipts.
3. Costs for additional District-required conferences or conventions will be borne by the District. Additional approved employee-requested conferences or conventions will be with pay; however, other costs (except the cost of the substitute) will be borne by the employee.

**E. Personal Leave**

1. At the beginning of each school year, all certified personnel shall be credited with two (2) days of personal leave, which may be used for any reason. An employee planning to use personal leave shall notify the principal at least three (3) days in advance. Personal leave may not be taken on any full parent-teacher conference day unless necessitated by an extreme situation and approved by the building principal.
2. In order to insure a smooth and efficient operation of the school, no more than 2.5 full-teachers in each Parkersburg building shall be allowed personal leave on a given date with no more than a total of five (5) full-time equivalent teachers absent from those sites on a given date. No more than four (4) teachers from the Aplington building (Elementary and Middle School) may take personal leave on the same date.
3. Unused personal days will be compensated (half or whole-day increments only) at regular substitute rate with a limit of two (2) paid per year. Employees may also choose to carry up to three (3) unused personal days over to the following year (half or whole-day increments only), if desired, resulting in five (5) days that year. Notification must be made to the office prior to check out on the Personal Days form (see appendix F).
4. Personal leaves may be used in a minimum of one-eighth ( $\frac{1}{8}$ ) day increments if no outside substitute is involved and in a minimum of one half ( $\frac{1}{2}$ ) day increments if an outside substitute is involved.

**F. Jury Duty; Court Appearances**

Upon employee's request, they shall be excused for jury duty. The difference between the employee's salary and jury compensation shall be paid by the Board.

Employees required at a court appearance shall be granted a paid leave.

**G. Temporary Leave Without Pay**

The Superintendent or his designee may grant temporary leaves of absence to a maximum of three (3) days without pay but with benefits to employees who desire to absent themselves from their assignments but are not covered by any other provisions for the proposed absence.

**H. Association Leave**

The district shall provide up to six (6) individual days of paid leave to attend to Association business used at the discretion of the Association provided the local Association pays for the substitutes.

**I. Good Cause Leave**

Other temporary leaves of absence with or without pay may be granted in writing by the Superintendent. If denied, the employee has the right to then apply for Good Cause Leave to the Board.

## **ARTICLE XII**

### **EXTENDED LEAVES OF ABSENCE**

All requests for extended leave shall be submitted to the Superintendent of Schools for disposition at the appropriate level. Extended leave of absence without pay may be granted under the following provisions:

**A. Family Illness**

Extended leave without pay may be granted for the purpose of caring for a sick or injured member of the employee's immediate family. The maximum period of time for such leave shall be one (1) calendar year.

**B. Serious Personal Illness or Injury**

Extended leave without pay for a maximum of one (1) school year may be granted to an employee for the purpose of leave while recovering from a serious illness or injury. Such leave will become available at the close of the school year in which the employee's personal sick leave becomes exhausted.

All employees utilizing extended leaves of absence under A and B above will, upon their timely return to the District, be placed on the salary schedule at the step next above that at which they were placed during their last year of work in the District. Sick leave accrued prior to departure shall be preserved for employee usage upon return from any extended leave.

An employee returning from extended leave prior to the end of the school year under provisions of A and B above will be reemployed in the employee's former position, if that position is available. If that position is not available, then the employee will be reemployed in a position for which he or she is qualified, if available. If no position is available, the employee will be considered for a vacancy which he or she is qualified that occurs during the remaining unused portion of the one (1) year extended leave period, if any. The employee will be reinstated in his/her original position after the end of the school year.

**C. Good Cause**

Other extended leaves of absence without pay may be granted in writing by the Board for good cause.

**D. Family Medical & Extended Leave Act**

The provisions of the Family Medical & Extended Leave Act are hereby incorporated into this Agreement by this reference. This inclusion shall in no way reduce or adversely impact any other provisions of the Agreement. Specific provisions of the leaves shall be reduced to writing and initiated by the parties prior to the commencement of the leave or as soon as possible.

**ARTICLE XIII**  
**EMPLOYEE HOURS**

**A. Hours**

1. The workday shall begin at 8:00 a.m. and end at 4:00 p.m. except on Fridays and days preceding holidays and vacation periods, when the workday shall end with the departure of the route school buses. In the event that teachers are required by the District to serve duty prior to 8:00 a.m., the work day for those involved shall end the same number of minutes prior to 4:00 p.m.
2. There shall be a paid duty-free lunch period of twenty (20) minutes during the workday.
3. On contract days, when because of bad weather or other emergency closing, students are not required to be in attendance, the employee shall not be required to be present. If students are dismissed early for such reason, employees shall not be required to stay after the departure of the route school buses. However, should students be dismissed early for heat-related weather, employees may be asked to meet in an air conditioned area to complete their day.
4. The work week shall include the days of Monday through Friday and exclude the days of Saturday and Sunday.
5. For good cause, teachers may leave the building during their unassigned time to attend to incidental business that cannot be conveniently performed at other time, upon notification to the principal of their destination. For purpose of this subsection, "unassigned time" is that time before or after the student day or during the employee's duty-free lunch period.
6. Preparation Time
  - a. Each employee at the Secondary level shall have a preparation time of one class period lasting not less than 40 consecutive minutes each day during the student school day.
  - b. Each employee at the Elementary level shall have a preparation period of thirty (30) consecutive minutes during the student school day.
  - c. Employees who work available assignments during his/her preparation period shall be paid according to board policy with volunteers used whenever possible.
  - d. If necessary, the preparation period may be altered at the discretion of the principal to meet the needs of the District caused by early dismissals, late starts, school assemblies, elementary parties/picnics, or secondary class meetings.
  - e. Part-time employees shall receive prorated preparation time based on the employee's hours of work. All part-time employees shall receive a minimum of fifteen (15) minutes of preparation time in the elementary and twenty (20) minutes of preparation time in the secondary and a paid duty-free lunch period of twenty (20) minutes, if they work over the lunch hour.
  - f. Preparation time may be used for travel between buildings within the District only if absolutely necessary. When using less than 50% of the preparation period, employees shall be paid \$7.50 per period. If more than 50% of the preparation time is needed for travel, employees shall be paid \$15 per period.

7. An early dismissal for staff development will be scheduled following the end of the first, second, and third quarters and before the due date for grades – with a minimum of one hour of that time to be given to the staff for end of the quarter grading/work.
  8. If an employee is working between buildings, concessions may need to be made regarding work hours (meetings, travel time for activities, etc.) Such employees shall be allowed to move between buildings at the employee's discretion at times when students contact is not assigned.
- 
- B.** Assigned employees shall attend parent-teacher conferences, AEA 267 staffings, and open house without additional compensation although the hours may vary from the normal workday. Part-time employees shall attend parent-teacher conferences according to their prorated work time with other outside employment taken into consideration for scheduling purposes. Employees with unavoidable conflicts with open house may request good cause leave from the Administration. Employees requested to attend more than one open house will be compensated by the hour at their regular per diem rate.
  - C.** Employees may be required to work outside the regular work day without additional compensation for the purpose of attending faculty or other professional meetings required by the school board or administration. Meetings shall not be called after classes on Fridays or after class on any day immediately preceding any holiday or vacation or other days when teacher attendance is not required.
  - D.** Employees may leave the building at the end of the student day on those days when they will be returning for assigned extra-duty events.



**ARTICLE XIV**  
**EMPLOYEE SERVICE YEAR**

**A. Regular Contracts**

The basic service year for all employees shall include one hundred eighty (180) days of school, and six (6) designated professional development/workdays for a total of one hundred eighty-six (186) contract days. The Board does have the right to reduce the number of student days to the State-required minimum in lieu of adding professional development days; the total number of contract days can not exceed 186.

No employee shall be required to perform duties on any of the following holidays: Labor Day, Thanksgiving, Christmas, New Year's Day, President's Day, Memorial Day, and Fourth of July.

Parent-teacher conferences will be held during fall and spring semesters in two (2) night sessions beginning ninety (90) minutes following an early dismissal of classes and lasting up to four (4) consecutive hours. Each two (2) night session will constitute one (1) in-service/workday.

**B. Extended Contract**

The salary schedule is based on one hundred eighty-six (186) contract days. Any certified employee whose assignment exceeds one hundred eighty-six (186) days shall be paid for the extra days at a per diem rate. Per Diem rate is computed by dividing annual base salary by one hundred eighty-six (186) and multiplying the resulting Per Diem day by the extra days assigned.

**C. Vacation Periods**

Employees shall receive the following vacation periods in addition to the listed holidays:

Thanksgiving Vacation	November 22-24
Winter Vacation	December 22- January 2 (early dismissal on December 22)
February	President's Day has been waived for 2006-07. Classes will be held.
Spring Break	March 12-16 April 6

No employee shall be required to perform duties on any of the above vacation days. Employees who volunteer to work Extra Duties on these days (according to the Extra Duty Schedule) shall receive twice the normal compensation. Coaches and/or activity sponsors (those paid according to the Supplemental Salary Schedule) are excluded.

The above dates can not be used as make-up days. Lost instructional days will be added to the end of the school year unless the District has scheduled other non-work days to be used as make-up days.

## **ARTICLE XV**

### **INSURANCE**

#### **A. Types**

The Board agrees to provide all eligible employees covered by this Agreement with the following types of insurance/annuity programs with the premiums and annuities paid for by the board to the extent set forth below. Carriers for the programs will be determined by the Board. Employees eligible for Board-provided insurance/annuity programs must be employed under a regular contract for no less than twenty (20) hours per week with the benefits then prorated to match the teaching contract if less than full time. Employees may choose to opt out of the insurance coverage but must prove coverage through a spouse's group medical plan. Should more employees opt out than allowed by the carrier to maintain the lowest group rates possible, opting out will be allowed starting with the most senior employees until reaching the required participation percentage.

**1. Hospital and Major Medical**

The Board will pay for eligible employees the full single member rate or \$675.00/month towards a family rate, to be applied to a Group Hospital and Major Medical Insurance program with benefit levels equal to or greater than the plans currently in effect in the Aplington-Parkersburg School District. Married couples employed by the district will receive the equivalent of two single benefit amounts applied towards a family policy (\$1,200 for 2006-07 and \$1,350 for 2007-08). All employees not enrolled in family coverage will contribute \$1.00 as the employee share of group coverage benefits – to be collected during the fall in-service days.

**2. Term Life**

The Board will pay a maximum rate of \$50 per year for each eligible employee to be applied to a Group term Life Insurance Program with the benefit being no less than \$25,000 term insurance.

**3. Long Term Disability**

The Board will arrange for eligible employees a Long Term Disability Insurance program which provides benefits at 70% of the employee's covered monthly compensation according to the conditions and regulations of the insurance policy. Premiums to be paid by employee.

**4. Dental**

The Board will pay up to \$28 per month towards a single or family dental plan. Married couples employed by the district will receive the equivalent of two benefit amounts to be applied towards a family policy.

**5. Annuity**

Employees on a single insurance plan shall receive contributions towards employee-selected tax sheltered 403b plans equaling the difference between a maximum of \$600 for 2006-07 and \$675 for 2007-08 and the cost of the single coverage. Married couples employed by the district shall receive contributions of their combined benefit of \$1,200 for 2006-07 and \$1,350 for 2007-08 less the cost of the selected family insurance plan. Employees opting out of insurance coverage shall receive \$530 towards a 403b plan. Contributions shall be sent on the 25<sup>th</sup> of the month.

**B. Coverage**

The Board-provided insurance programs shall be twelve (12) consecutive months (beginning September 1 and ending August 31 of every year). Employees new to the District shall be covered by Board-provided insurance no later than one (1) month after initial employment.

**C. Descriptions**

The Board shall provide each employee a description of the insurance coverage at the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. The District will be responsible for providing insurance information in the form of applications and enrollment meetings.

**D. Continuation**

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned benefits shall continue throughout the balance of the school year.

Employees on paid leave shall continue to have Board contributions made according to the level described above.

Employees on no paid leave for one (1) month or longer shall have the option to continue any or all of the Board paid programs by paying the premiums themselves to the Board within thirty (30) days of the filing date if allowed by the carrier at no expense to the Board.

- E.** Should the board desire a change in health or dental insurance carriers, the Association will be advised sixty (60) days prior to the effective date of any proposed change. If the Board chooses to change insurance carriers, any and all savings in premium costs will be distributed on the salary schedule by adding to the base and distributing it throughout the salary schedule by the association and the district.

**F. Worker's Compensation**

Each employee shall be covered by worker's compensation paid for by the Board. The Board shall pay to an employee because of absence due to injury incurred in the course of the employee's employment, the difference between his or her salary and benefits received under worker's compensation for a period of no longer than the accumulated sick leave of such employee.

**G. Flex I & II Benefit**

A Flex I and II benefit program shall be offered to the employees with the costs borne by the District.

**ARTICLE XVI**  
**WAGES AND SALARIES**

**A. Schedule**

The salary of each employee covered by the regular salary schedule is set forth in the Salary Schedule. This salary schedule includes all previous Phase I and II monies.

**B. Placement on Schedule**

1. New employees to our system shall be placed on the salary schedule according to their experience and education level.
2. If an employee is employed in our system the full last semester of a year, the employee will be given credit of one (1) year experience on the next year's contract. Outside experience will be allowed on a full year basis only.
3. Educational degrees will be paid on the salary schedule according to their attained level.
4. Inexperienced employees may be hired at step zero (0) on the BA column and one (1) additional step for each educational level across the schedule.

**C. Longevity**

Longevity is reflected in the Salary Schedule (see the indented portion of the schedule)

**D. Advancement on Schedule**

1. Increments  
Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum for their educational classification is received.
2. Educational Requirements  
Employees must comply with the current Department of Education Standards.
3. Educational Lanes
  - a. Undergraduate hours will be allowed for advanced educational levels when teaching approval area is requested of a teacher by administration.
  - b. Acquisition of credit hours after the baccalaureate degree has been earned by the employee shall be graduate level courses within the field of education from an accredited college and/or university and will qualify the employee to move horizontally through the training lanes upon approval by the Superintendent of Schools prior to enrollment.
  - c. To qualify for advancement from one horizontal salary classification to another on the basis of training, an Intent to Advance Form (see Appendix D) must be filed and approved by the Superintendent or his designee by August 1 for pay adjustment for the entire school year, or no later than February 15 for pay adjustment in an amount equal to one-half the increase allowed for a full year. Forms are available from Superintendent or Principal.
  - d. Official transcript, grade card, or letter from the college registrar carrying the name of the course, the number of semester hours of credit, the date of completion of the course, and bearing the signature of the registrar will be accepted as evidence.

Credits earned must be graduate credits or approved undergraduate credits. This shall be presented to the superintendent or designee by September 15 of the school year in which a full advancement is to be effective or by February 15 of the school year in which a half advancement is made.

- e. Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane.

## **E. Method of Payment**

### **1 Pay Periods**

Each employee shall be paid by direct deposit in twenty-four (24) equal installments on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Employees with summer extra-curricular contracts shall have separate contracts and be paid in two (2) installments during the summer.

### **2. Exceptions**

When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their pay stubs on the last previous working day.

### **3. Final Day**

Any employee terminating employment with our school system shall have the option of receiving all of his/her earnings in the June pay period or receiving his/her pay each month through August. Request to terminate direct deposit must be made by June 1. (See Appendix D)

### **4. Summer Payroll**

Summer checks shall be direct deposited and pay stubs will be mailed.

### **5. Direct Deposit**

All payroll is paid through direct deposit. The school is liable for any charges that occur due to a delay or error in direct deposit caused by school error except when the delay/error results from information supplied to the district by the employee.

**ARTICLE XVII**  
**SUPPLEMENTAL PAY**

**A. Extra-curricular Activities**

1. Approved Activities

The board and the Association agree that the extra-curricular activities listed in the Supplemental Salary Schedule are official school-sponsored activities covered by school insurance.

2. Rates of Pay

Employee assignments in extra-curricular activities listed on the Supplemental Pay Salary Schedule shall be compensated according to that schedule, which is attached hereto and made a part of this Agreement. Supplemental pay for those activities of the school year shall be computed on the BA Lane level of the Salary Schedule, including the Career increments steps, or at the specified dollar amount. Credit for all years of experience shall be given for previous outside experience within the same activity from a duly accredited school upon initial employment.

3. Requests

- a. An employee may submit a written request to the Administration to be considered for a supplemental pay assignment prior to the issuance of contracts. The Separate Contract Law will apply where applicable.
- b. An employee may submit a written resignation to the Activities/Athletic Director to be relieved of his/her supplemental pay assignment upon completion of said assignment. Effort will be made by the administration to find a qualified and suitable replacement. The employee shall retain said position until a qualified or suitable replacement is found. Relief from a supplemental pay assignment shall not in any manner effect the employee's status regarding other assignments.

**B. Other Extra duty**

1. Extra duty assignments according to the Extra Duty Schedule will be voluntary with the District maintaining the right to make assignments if sufficient volunteers are not available. Staff may volunteer for any number of assignments, and every effort will be made to honor the employee's request. Should additional workers be needed to fill positions, the remaining positions will be divided equally amongst staff. (Note that this will result in an unequal number of duties as some will want many assignments and some will want very few.)
2. Employees will be compensated \$25 per assignment with a "1" weighting for all extra duty assignments as listed on the Extra Duty Schedule.
3. Compensation for extra duty assignments will be made by the District and will be made at least two (2) times during the school year, normally January and June.
4. Every reasonable effort shall be made to remind the employee of assignments in advance.
5. Extra duty assignments will be distributed at the beginning of the school year. It is recognized that all such assignments may not be anticipated and therefore notice of other assignments not so posted will be given only after asking for volunteers.

6. The District may use non-paid volunteers from within the school staff or outside the school staff prior to assigning paid staff members.

**C. Expenses and Traveling Employees**

1. In the event employees are required by the Administration to travel in attending school related activities, the employee shall first make request of the administration for transportation to be provided at District expense. If such transportation is unavailable, the employee shall be reimbursed at the flat rate of .445 (cents) per mile (amount will be reviewed annually). Reimbursed meals will be paid on an actual cost basis not to exceed \$25 for every three consecutive meals. Upon prior administrative approval, lodging expenses will be paid on an actual cost basis not to exceed \$85 per person per night. Receipts for all expenses should be attached to the vouchers which shall be filed with the Board Secretary on or before the first day of each month.
2. Employees who have been assigned duties in two or more buildings will be reimbursed for the mileage traveled between buildings within the work day. Mileage will be reimbursed at the rate in paragraph #1.
3. All District-paid registration fees for approved activities such as contests, honor festivals, athletic events, clinics, workshops, etc., will be payable in advance by the District if submitted one week prior to the event. If the fee is needed in less than a week's time, the employee must pay the fee with reimbursement to follow according to District policies.

**D. Admission to School Events**

Each employee will receive a pass for themselves and one designated adult guest to all School District sponsored activities.

**E. Substitutes**

Employees who substitute for a position listed on the Supplemental Pay Schedule shall be paid the per diem rate as computed according to the substitute's level of experience relating to the activity in accordance with Section A. 2 of this article.

**F. Bus Drivers**

Employees of the school who are assigned to drive bus in the course of their duties shall be provided the following: reimbursement for the difference of a regular license and a CDL license and payment for attendance at the provided required yearly recertification classes at \$30 (thirty dollars).

## ARTICLE XVIII

### DURATION

#### A. Notices

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this agreement, either party shall do so in writing at the following designated addresses:

1. If by Association to Board at:  
Superintendent  
Aplington-Parkersburg Community School  
Parkersburg, Iowa 50665
2. If by Board, to Association at:  
Aplington-Parkersburg Education Association President  
Aplington-Parkersburg Community School  
Parkersburg, Iowa 50665

#### B. Duration Period

This Agreement shall be effective as of July 1, 2006 for contract language and shall continue in effect until June 30, 2008. The salary schedule will be in effect for the 2006-07 school year only. This contract is in effect for 186 days per school year. Negotiations must be reopened for any extension of the 186 day contract. The only schedules that are open for discussion during 2006-07 for the second year of the contract will be the Supplemental Salary Schedules. Package totals – 4.2% for 2006-07; 4% for 2007-08.

#### C. Separability

If any article, a section, or clause of this Agreement is declared illegal by court of competent jurisdiction or by legislative law, then that Article, section or clause shall be deleted from this Article to the extent that it violates the law. The remaining Articles, sections, and clauses shall remain in full force and effect.

This Agreement may be changed only through the voluntary, mutual consent of the parties in an amendment in writing.

#### D. Printing Agreement

Copies of this Agreement shall be printed at the expense of the Board. The Agreement shall be presented to all employees now employed and hereafter employed. The Board shall provide the Association with ten (10) additional copies.

#### E. Signature Clause

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

APLINGTON-PARKERSBURG  
EDUCATION ASSOCIATION

APLINGTON-PARKERSBURG COMMUNITY  
SCHOOL DISTRICT

BY Julie L. Kladsen

BY Pat W. May

BY Randall L. Vink  
Its Chief Negotiator

BY Tom Mansfield  
Its Chief Negotiator

# \_\_\_\_\_



**APPENDIX A**  
**Grievance Report**

Aplington-Parkersburg Community School District

\_\_\_\_\_ Building

\_\_\_\_\_  
Name of Aggrieved Person

Distribution of Form

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

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**Level II**

F. Date Violation Occurred \_\_\_\_\_

G. Section(s) of Contract Violated \_\_\_\_\_

H. Statement of Grievance \* \_\_\_\_\_

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I. Relief Sought \* \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

E. Disposition by Principal \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX B**

**Dues Deduction Form**

**Aplington-Parkersburg Community Schools**

**Request for Professional Dues Deduction**

I request that the Board of Education deduct \$\_\_\_\_\_ professional dues through payroll deduction. Dues deduction shall be spread as evenly as possible, to their nearest whole dollars, for ten (10) months starting with the October 10<sup>th</sup> payroll.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX C**  
**Graduate Course Approval**

I, \_\_\_\_\_, wish to apply the following course(s) toward advance salary placement and/or meet local barriers. Prior approval by the Superintendent or his designee is required.

\_\_\_\_\_  
Teaching Field

\_\_\_\_\_  
Date of Class

\_\_\_\_\_  
Course Name

\_\_\_\_\_  
Hours

\_\_\_\_\_  
College or University

\_\_\_\_\_  
Number of Classes

\_\_\_\_\_  
of Credits

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Approval

## APPENDIX D

## Intent to Advance Form

This form must be completed by August 1 to qualify for pay adjustment for horizontal lane movement for the following school year. Employees must file official documentation of additional educational credit with the Superintendent no later than September 15 for the entire year, or no later than February 15 for a half year.

Name \_\_\_\_\_ Date \_\_\_\_\_

I intend to have \_\_\_\_\_ additional semester hours by \_\_\_\_\_.

Approval is requested to use these hours toward advancement on the salary schedule.

<b><u>Course Title</u></b>	<b><u>Semester Hours</u></b>	<b><u>Institution Granting Credit</u></b>

[illegible][illegible]

Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrative Approval Granted: Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX E**  
**Request for Earnings**

I am terminating my employment with the Parkersburg School District and request that my remaining earnings be paid in the June 10<sup>th</sup> pay period. I understand this must be filed by June 1.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX F**  
**Personal Days Form**

**Personal Leave**

Unused personal days will be compensated (half or whole-day increments only) at regular substitute rate with a limit of two (2) paid per year. Employees may also choose to carry up to three (3) (half or whole-day increments only) unused personal days over to the following year, if desired, resulting in five (5) days that year. Notification must be made to the office prior to check out on the Personal Days form.

I have \_\_\_\_\_personal day(s) remaining at the end of the \_\_\_\_\_ school year.

\_\_\_\_I request to be paid for ½ 1 1½ 2 days (circle one)

\_\_\_\_I request that ½ 1 1½ 2 2½ 3 (days) be carried over until next year (circle one)

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Employee Signature

## APPENDIX G

### Authorization to Purchase Annuity Contract

(To purchase an insurance annuity)

TO: \_\_\_\_\_ School District  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_, Iowa \_\_\_\_\_  
(Zip)

For the purpose of compliance with the provision of section 403(b) of the Internal Revenue Code of 1986, as amended, and Section 294.16 or 509A.12 of the Code of Iowa and related statutory law and regulations with respect to the purchase of an annuity contract, I hereby authorize the board to apply the annual amount of (\$\_\_\_\_\_) \_\_\_\_\_ Dollars to the purchase of an annuity contract for me and to be issued by the \_\_\_\_\_ in my name as owner, **and that my annual salary be reduced accordingly.**

I acknowledge that the school district has no responsibility for calculating the contribution limitation imposed by the Internal Revenue Code. Any assistance I need in ascertaining the amount of the contribution limitation is my responsibility, and I will obtain the necessary information from the provider of the annuity contract and from such other sources (other than the School District) which I deem necessary.

The intent with respect to the purchase of said annuity is that it be in compliance with the provisions of section 403(b) of the Internal Revenue Code of 1986, as amended; provided however, in the event said annuity fails to comply with the provisions of said section or in the event all or any portion of the annual cost thereof shall not be excludable from my taxable income I agree to indemnify and hold harmless the Board of Directors and the School District against any and all claims, liabilities, penalties, damages, interest or expenses incurred by me or incurred by or asserted against the Board of Directors or the School District by the Internal Revenue Service or any state or local authority. The amount of annual cost of said annuity contract shall be subject to any social security and/or Iowa Public Employees' Retirement System charges.

With respect to the sum of money required and represented by the purchase of said annuity, this contract shall apply only to amounts of salary earned by me after the effective date hereof and shall be irrevocable as to amounts of salary earned by me while this contract is in effect, and I release all rights, present or future, to receive said sum of money in any other form, except that all or any part thereof for which I have already rendered services, but which at the termination of my employment with said district has not been applied to the purchase of said annuity, shall (1) be paid to me upon such termination by reason other than death, or (2) be paid upon my death while in the employment of said district to the beneficiary of said annuity contract purchased hereunder, or to the executor or administrators of my estate if no such annuity contract is then in force.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Employee)

As further consideration of the performance of the employee executing this authorization the school district agrees to purchase the annuity contract specified in this authorization.

Dated and Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(School District)

\_\_\_\_\_  
By

**SUPPLEMENTAL PAY SCHEDULE 2005-06**  
**HIGH SCHOOL**

% of BA Lane with advancement every year	
Activities Coordinator/Athletic Director -----	16.5%
Head Basketball (Girls and Boys)-----	12.0%
Assistant Basketball (Girls and boys) -----	7.0%
Head Wrestling-----	12.0%
Assistant Wrestling -----	7.0%
Head Football -----	12.0%
Assistant Football -----	7.0%
Head Volleyball-----	12.0%
Assistant Volleyball -----	7.0%
Head Track (Girls and Boys) -----	9.0%
Assistant Track (Girls and Boys)-----	6.0%
Head Tennis (Girls and Boys)-----	9.0%
Assistant Tennis (Shared)-----	6.0%
Head Golf (Girls and Boys)-----	9.0%
Assistant Golf -----	6.0%
Soccer (Girls and Boys)-----	9.0%
Baseball -----	12.0%
Assistant Baseball-----	7.0%
Softball -----	12.0%
Assistant Softball -----	7.0%
Head Cross Country -----	4.0%
Cheerleader Sponsor -----	7.0%
Drill Team Sponsor -----	4.0%
Class Play (Each) -----	5.0%
Assistant Play -----	3.5%
Speech -----	7.0%
Assistant Speech-----	5.0%
Annual (if offered as a class) -----	2.0%
Annual (if NOT offered as a class) - -----	11.0%
Newspaper-----	3.0%
Newsletter -----	2.5%
Band-----	14.0% (total)
Concert Band-----	4.0%
Marching Band and/or FB Pep Band-----	2.0%
Solo/Ensemble Contest-----	4.0%
Pep Band (current number of Winter events)-----	2.0%
Jazz Band-----	2.0%
Assistant Band/Vocal Contest -----	3.0%
Vocal-----	12.0% (Total)
Chorus-----	5.0%
Opus/All-State Festival Prep-----	1.0%
Solo/Ensemble Contest-----	4.0%
Swing/Show Choir-----	2.0%
Musical Director-----	6.0%
Assistant Musical Director -----	4.0%
Musical Co-Director(if no head and assistant)-----	5.0% (each)
Concessions -----	\$720.00
Student Government Advisor -----	5.0%
Prom Sponsor -----	4.0%
Bus Chaperone -----	\$8.00
Stage Manager-----	2.5 %
State Sponsored Activities-----	\$20.00
National Honor Society -----	3.0 %
Senior Trip Sponsor -----	\$100.00
Driver's Education (per completed student for summer of 06) -----	\$170.44



Educational Student-Related project/Activity - .5% of BA Step 0

One project per year per person will be allowed with the project being a current District supported project/activity. New projects must be approved in advance by the District. In the event of a short project, payment (per hour) will not exceed \$30 per hour.

Payment for the duties on the Supplemental Pay Schedule shall be the percent of the applicable BA Base Step according to the employee's years of experience in that activity within the Aplington-Parkersburg District.

Note: Staff will be placed at their current comparable step from each existing schedule. If the proposed step is less salary than current, the employee will be placed at the first step which is no less than their current salary.

**SUPPLEMENTAL PAY SCHEDULE 2005-06**  
**ELEMENTARY AND MIDDLE SCHOOLS**

Activities Director –if no teaching assignments .....	16.0%
If teaching (plus 1 additional free period) .....	8.0%
7 <sup>th</sup> Grade Football .....	5.5%
7 <sup>th</sup> Grade Football Assistant .....	4.0%
8 <sup>th</sup> Grade Football .....	5.5%
8 <sup>th</sup> Grade Football Assistant .....	4.0%
7 <sup>th</sup> Grade Volleyball .....	5.5%
8 <sup>th</sup> Grade Volleyball .....	5.5%
Volleyball Assistant .....	4.0%
7 <sup>th</sup> Grade Girls Basketball .....	5.5%
8 <sup>th</sup> Grade Girls Basketball .....	5.5%
Girls Basketball Assistant .....	4.0%
7 <sup>th</sup> Grade Boys Basketball .....	5.5%
8 <sup>th</sup> Grade Boys Basketball .....	5.5%
Boys Basketball Assistant .....	4.0%
Wrestling .....	5.5%
Wrestling Assistant .....	4.0%
Girls Track Head .....	5.5%
Girls Track Assistant .....	4.0%
Boys Tract Head .....	5.5%
Boys Track Assistant .....	4.0%
Boys Baseball .....	5.5%
Boys Baseball Assistant .....	4.0%
Girls Softball .....	5.5%
Girls Softball Assistant .....	4.0%
School Annual .....	2.0%
School Paper .....	1.0%
Vocal Music: .....	15.5% (total)
7 & 8 Chorus .....	3.0%
6 Chorus .....	2.0%
7 & 8 Opus .....	1.0%
5 & 6 Opus .....	1.0%
7 & 8 Swing/Show Choir .....	2.0%
7 & 8 Solo/Small Group Contest .....	2.5%
Musical (as held with Drama Dept) .....	3.5%
Honor Choir Festivals .....	0.5%
Instrumental Music: .....	10.0% (total)
Marching/Concert Band .....	5.0%
Jazz Band .....	2.0%
Solo/Small Group Contest .....	2.5%
Honor Band Festivals .....	0.5%
Elementary Music (Parkersburg building) .....	1.0%
Opus (Parkersburg Elementary) .....	0.5%
Drama:	
Fall Play or Musical .....	4.0%
Fall Play or Musical Assistant .....	3.0%
Spring Play or Musical .....	4.0%
Spring Play or Musical Assistant .....	3.0%
Cheerleading Sponsor .....	2.0%
Magazine Sales .....	1.0%
Student Council Advisor .....	2.0%
Video Yearbook .....	2.0%

Educational Student-Related project/Activity - .5% of BA Step 0

One project per year per person will be allowed with the project being a current District supported project/activity. New projects must be approved in advance by the District. In the event of a short project, payment (per hour) will not exceed \$30 per hour.

Payment for the duties on the Supplemental Pay Schedule shall be the percent of the applicable BA Base Step according to the employee's years of experience in that activity within the Aplington-Parkersburg District.

Note: Staff will be placed at their current comparable step from each existing schedule. If the proposed step is less salary than current, the employee will be placed at the first step which is no less than their current salary.

## EXTRA DUTY SCHEDULE

An extra duty is an assigned duty performed by the employee after regular school hours or on a day when school is not in session.

### Weighting

Activities with Duties lasting up to 4 hours.....	1.0
Activities with Duties lasting more than 4 hours .....	2.0
Supervision of School Sponsored Dances .....	1.5
Middle School Sound Manager (per event).....	1.5
Bus Chaperone.....	1.0
Coaches Driving Own Bus .....	1.0
Team Leaders .....	\$600 stipend
Webmaster .....	\$800
Assistant Web page.....	\$500
Advisor/Advisee Committee .....	Hourly Per Diem as assigned by District
Junior/Senior Class Duties.....	1.0
Fitness Room Training of the Public.....	1.5*

\*As scheduled by Administration

**DISTRICT  
2006-07  
INDEX**

STEP	BA	BA+15	BA+30	MA	MA+15
0	1.00	1.05	1.10	1.15	1.20
1	1.04	1.09	1.14	1.19	1.24
2	1.08	1.13	1.18	1.23	1.28
3	1.12	1.17	1.22	1.27	1.32
4	1.16	1.21	1.26	1.31	1.36
5	1.20	1.25	1.30	1.35	1.40
6	1.24	1.29	1.34	1.39	1.44
7	1.28	1.33	1.38	1.43	1.48
8	1.32	1.37	1.42	1.47	1.52
9	1.36	1.41	1.46	1.51	1.56
10	1.40	1.45	1.50	1.55	1.60
11	1.44	1.49	1.54	1.59	1.64
12	1.48	1.53	1.58	1.63	1.68
13	1.50	1.57	1.62	1.67	1.72
14	1.50	1.59	1.66	1.71	1.76
15	1.50	1.59	1.68	1.75	1.80
16	1.50	1.59	1.68	1.77	1.84
17	1.52	1.59	1.68	1.77	1.86
18	1.52	1.61	1.68	1.77	1.86
19	1.52	1.61	1.70	1.77	1.86
20	1.54	1.61	1.70	1.79	1.86
21	1.54	1.63	1.70	1.79	1.88
22	1.54	1.63	1.72	1.79	1.88
23	1.56	1.63	1.72	1.81	1.88
24	1.56	1.65	1.72	1.81	1.90
25	1.56	1.65	1.74	1.81	1.90
26	1.58	1.65	1.74	1.83	1.90
27	1.58	1.67	1.74	1.83	1.92
28	1.58	1.67	1.76	1.83	1.92
29	1.60	1.67	1.76	1.85	1.92
30	1.60	1.69	1.76	1.85	1.94
31	1.60	1.69	1.78	1.85	1.94
32	1.62	1.69	1.78	1.87	1.94
33	1.62	1.71	1.78	1.87	1.96
34	1.62	1.71	1.80	1.87	1.96
35	1.64	1.71	1.80	1.89	1.96
36	1.64	1.73	1.80	1.89	1.98
37	1.64	1.73	1.82	1.89	1.98
38	1.66	1.73	1.82	1.91	1.98
39	1.66	1.75	1.82	1.91	2.00
40	1.66	1.75	1.84	1.91	2.00
41	1.68	1.75	1.84	1.93	2.00
42	1.68	1.77	1.84	1.93	2.02
43	1.68	1.77	1.86	1.93	2.02
44	1.70	1.77	1.86	1.95	2.02
45	1.70	1.79	1.86	1.95	2.04
46	1.70	1.79	1.88	1.95	2.04
47	1.72	1.79	1.88	1.97	2.04
48	1.72	1.81	1.88	1.97	2.06
49	1.72	1.81	1.90	1.97	2.06
50	1.74	1.81	1.90	1.99	2.06
51	1.74	1.83	1.90	1.99	2.08
52	1.74	1.83	1.92	1.99	2.08

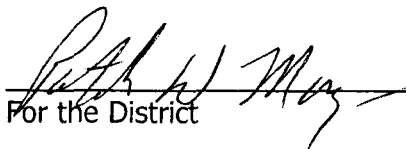
**2006-07 SALARY  
SCHEDULE**

STEP	BA	BA+15	BA+30	MA	MA+15
0	25750	27038	28325	29613	30900
1	26780	28068	29355	30643	31930
2	27810	29098	30385	31673	32960
3	28840	30128	31415	32703	33990
4	29870	31158	32445	33733	35020
5	30900	32188	33475	34763	36050
6	31930	33218	34505	35793	37080
7	32960	34248	35535	36823	38110
8	33990	35278	36565	37853	39140
9	35020	36308	37595	38883	40170
10	36050	37338	38625	39913	41200
11	37080	38368	39655	40943	42230
12	38110	39398	40685	41973	43260
13	38625	40428	41715	43003	44290
14	38625	40943	42745	44033	45320
15	38625	40943	43260	45063	46350
16	38625	40943	43260	45578	47380
17	39140	40943	43260	45578	46686
18	39140	41458	43260	45578	47895
19	39140	41458	43775	45578	47895
20	39655	41458	43775	46093	47895
21	39655	41973	43775	46093	48410
22	39655	41973	44290	46093	48410
23	40170	41973	44290	46608	48410
24	40170	42488	44290	46608	48925
25	40170	42488	44805	46608	48925
26	40685	42488	44805	47123	48925
27	40685	43003	44805	47123	49440
28	40685	43003	45320	47123	49440
29	41200	43003	45320	47638	49440
30	41200	43518	45320	47638	49955
31	41200	43518	45835	47638	49955
32	41715	43518	45835	48153	49955
33	41715	44033	45835	48153	50470
34	41715	44033	46350	48153	50470
35	42230	44033	46350	48668	50470
36	42230	44548	46350	48668	50985
37	42230	44548	46865	48668	50985
38	42745	44548	46865	49183	50985
39	42745	45063	46865	49183	51500
40	42745	45063	47380	49183	51500
41	43260	45063	47380	49698	51500
42	43260	45578	47380	49698	52015
43	43260	45578	47895	49698	52015
44	43775	45578	47895	50213	52015
45	43775	46093	47895	50213	52530
46	43775	46093	48410	50213	52530
47	44290	46093	48410	50728	52530
48	44290	46608	48410	50728	53045
49	44290	46608	48925	50728	53045
50	44805	46608	48925	51243	53045
51	44805	47123	48925	51243	53560
52	44805	47123	49440	51243	53560

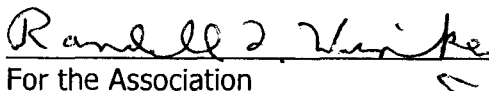
## Letter of Agreement

If the Legislature requires the District to add one or more professional development days to the school year and the Legislature provides sufficient funding to compensate teachers on a per diem basis for any professional development day which is added to the school year, then the District agrees that it will add only the required number of professional development days to the school year and that it will compensate teachers on a per diem basis for each day added to the school year.

If the Legislature requires the District to add one or more professional development days to the school year and the Legislature does not provide sufficient funding to compensate teachers on a per diem basis for any professional development which is added to the school year, then the parties agree that the compensation for any additional day shall be subject to negotiation, including all steps of the statutory impasse procedures

  
For the District

5/31/06  
Date

  
For the Association

5-25-06  
Date

